2017 STAFF UNIFORMS ORDER FORM

Name: _____

Position: _____

Date: _____

****See Back For Instructions****

	Cost	Quantity
Lifeguards: (POS CODE = FFUNIFORM)		
One Piece Reversible Women's Swimsuit Size (circle): 28 30 32 34 36 38 40 42	$40.00	_____
Men's Swimsuit (Board short) Size (circle): XS S M L XL	$25.00	_____
Complimentary LG T-shirt Size (circle): XS S M L XL XXL	Free	_____
LG T-shirt Size (circle): XS S M L XL XXL	$5.00	_____
LG Sweatshirt Size (circle): XS S M L XL XXL	$12.00	_____
Fairfax Guards Only:		
Two Piece Reversible Women's Swimsuit Size (circle): XS S M L XL	$40.00	_____
Instructional/Admissions/Concessions Staff		
Complimentary Staff T-Shirt Size (circle): XS S M L XL XXL	Free	_____
Staff T-Shirt Size (circle): XS S M L XL XXL	$5.00	_____
Long Sleeve T-shirts Size (circle): XS S M L XL XXL	$8.00	_____
Management/Program Director Staff		
Golf Shirt Size (circle): XS S M L XL XXL	$10.00	_____

Total Amount Due $ _____

Front Desk Staff Initials: _____ Receipt Number: _____

Uniform Sales during Orientation

As Uniforms are Sold:

1) Employee picks up required pieces at appropriate Tables.
2) Employee fills in Quantity and Sizes selected.
3) Cashier Calculates Total Due
4) Cashier Places Cash / Check in Cash Box
5) Cashier writes Paid near total and initials
6) Cashier places completed form in folder provided.

At the conclusion of uniform sales:

7) Cashier counts out start change and places back in money bag.
8) Cashier counts total amount received (Deposit) and writes on Cash Report
9) Cashier places Deposit and Cash Report in an envelope.
10) Cashier gives folder with completed forms, deposit envelope, and gives to Front Desk / Program Supervisor

    Following Business Day:

11) Front Desk Enters Sales into POS and Confirms Deposit Amount.
12) Front Desk Records their Initials and the Receipt # on the Order Form
13) Place Completed form in Appropriate Mailbox
    a. Lifeguard Uniforms = Emmalee
    b. All Other Uniforms = Julie.

Uniform Sales after Orientation

1) Employee fills in quantity and sizes requested
2) Employee returns form to Program Supervisor
3) Program Supervisor Pulls Requested Uniform From Cage
4) Program Supervisor Leaves Completed Order From with Uniform at Front Desk
5) Program Supervisor / Director Notifies Employee Uniform is Ready
6) Employee makes payment at Front Desk and is given uniform
7) Front Desk enters the sale into POS
8) Front Desk Records their Initials and the Receipt # on the Order Form
9) Place Completed form in Appropriate Mailbox
    a. Lifeguard Uniforms = Chad
    b. All Other Uniforms = Julie.